

RESTRICTED
Security Information



MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Notice Regarding Standardization of Filing Supplies

1. The attached proposed notice regarding the standardization of filing supplies is submitted for your consideration and approval.

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2. The standardization of supplies is recommended because it permits economies in procurement and procurement procedures; simplifies stocking and warehouse problems; assures uniformity of supplies used in the same file, resulting in a much neater and more business-like appearance; and eliminates the use of either unnecessarily expensive items or items too cheap and flimsy to afford the service desired. The recommended standard supplies were selected as the best for correspondence files by experts of a number of Government Agencies who have had many years of experience in this field.

3. As an indication of the economies that may be derived through standardization of correspondence folders, we have found that the price of folders presently used in the Agency ranges from \$2.17 to \$28.52 per hundred for an average of \$9.72, as compared to \$1.58 per hundred for the recommended folders.

4. The proposed notice has been coordinated with the Logistics Office and has been cleared at the working level with representatives of the offices indicated on the attached route slip.

Chief, General Services Office

25X1

1 Attachment

Proposed Notice No.

0850000

25X1

GSO/RMDB/TLS:ew (27 May 1953)

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RECEIVED
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

Chief, Supply Division, Logistics Office

8 October 1953

Chief, Records Services Division, GSO

25X1

Proposed Notice Standardization of Filing Supplies

REF : Executive Officer, Office of Communications memo to Special Assistant to Deputy Director (Administration) dated 25 September 1953

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1. This memorandum confirms the conversation on 28 September 1953 between , Logistics Office, and of this office.

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2. It was agreed that the Office of Communications could continue to requisition 1/5 cut file guide cards as a normal item of supply until 1 January 1955. The requisitions will be processed by Logistics Office without the necessity of a written justification as required by the proposed Notice .

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3. An estimate of the quantity of 1/5 file guide cards required by the Office of Communications, for the period ending 1 January 1955, will be forwarded when received.

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USO/RSB/DLM:pj

Distribution:

- Original & 1 - Addressee
1 - Office of Communications
1 - Regulations Control Staff

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